

Infinite Campus: Enrollment End Status Validation Report

Quick Reference Card

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Custom Report: Calendar Summary Report- The purpose of this report is to assist school and district staff in the annual verification of high school student enrollment end status. The report will run for grades 9-14 or the specific grades selected. The report helps confirm all high school students enrolled in a school year have an end date. The report can also be used to accompany the G-code Validation High School Aggregate report to filter and troubleshoot discrepancies.

Selection Criteria: Use the Campus toolbar to select the school year/school/calendar you would like to use for the report. Choose “All Schools” to include all schools and calendars or select one specific school. To generate the report, select one grade, specific grades ranging from 9-14 or “All” for all grades.

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Pathway: KY State Reporting | KDE Reports | Enrollment End Status Validation Report

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The report will generate in Excel format in State Edition and District Edition.

Sch_Yr	Dist/School Number	School Name	SSID	LastName	FirstName	Grade	Grade9Date	CohortYear NCLB	Early Grad Flag	Diploma Type	Diploma Date	End Status	End Date	Start Status	No Show	Service Type	Error Message
2020	001010	Adair County High School	0000000000	One	Example	09	08/08/2019	2023	N			CO1	05/12/2020	E01	N	P	
2020	001010	Adair County High School	0000000000	Two	Example	10	08/09/2018	2022	N			CO1	05/12/2020	E01	N	P	
2020	001010	Adair County High School	0000000000	Three	Example	10	08/09/2018	2022	N			CO1	05/12/2020	E01	N	P	
2020	001010	Adair County High School	0000000000	Four	Example	12	08/11/2016	2020	N	5	05/22/2020	G02	05/12/2020	E01	N	P	

Suggested report uses: *(Once report is opened in Excel, turn Filter option on and freeze the headings.)*

1. Turn on Excel Filter feature and then filter on “End Status” column to ensure there are no blanks.
2. Filter on “End Status” and select G01, G02, G03, G04, to ensure that diploma type and diploma date have valid values and Cohort Year is consistent with expectations. Grade 9 date can be compared to Cohort Year.
3. Filter on “End Status” to determine values for each end status are as expected.
4. Filter on “Early Grad” to verify all students who have indicated their intent to graduate early are flagged correctly.

Code Reference – definition of values:

- **Diploma:** 1 = Advanced (not used after 2015), 2- Commonwealth Diploma (no longer valid), 3 – General. The local code for the diploma type.
- **End Status:** See explanation of code below

G01	Graduated < 4 Yrs	W17	Withdrawn, age 5 immaturity of parent choice
C01	Close of Year	W20	Transferred to home school
G01	Graduated < 4 Yrs	W21	Transferred to a nonpublic school
G02	Graduated in 4 Yrs	W22	Moved re-enrolled in another Kentucky public school
G03	Graduated in 5 Yrs	W23	Withdrawn, second drop in school year
G04	Graduated in > 5 Yrs	W24	Moved, whereabouts unknown
W01	Transferred to another Enrollment in same school	W25	Dropout = above minimum age for withdrawal
W02	Transferred to school within the district	W26	Completed GED program/ GED Certificate
W07	Withdrawn for health reasons	W27	Withdrawn - Received GED
W08	Withdrawn due to death	W28	Reached maximum age for services, no diploma
W12	Withdrawn under jurisdiction of court	W29	Moved, out of state or out of US
		W30	Mid-year withdrawal Grade 14 prior diploma
- **Start Status:** See explanation of code below

E01	First enrollment of the year	R02	Transfer from a school with the district
E02	Transfer from a school out of state	R06	Mid-year re-enrollment after drop
E03	First enrollment after drop	R20	Transfer from a KY home school
E98	Temporary pending overlap resolution	R21	Transfer from a KY school outside of district
R01	Transferred from another enrollment in the same school	NS	No Show
- **Early Grad:** Indicates “Y” if this student was marked with the Early Grad Flag; otherwise “N”
- **Service:** P = Primary Enrollment, S = Secondary
- **Error Messages:** Diploma Type – Invalid; Diploma Date – Invalid; Invalid End Status; Invalid End Status / Diploma Date; Invalid End Status / Diploma Type; No show with G-Code; G-Code invalid for this enrollment; G-Code invalid for this Diploma Type

Note: It was noticed during testing that some districts completed the diploma type at an early time during a student’s enrollment. This will generate an error on the report. So that condition should be noted.